



Annexure 8/1

Royal University of Bhutan

Promotion Form

SID number:				
Name:				
Gender:	M	F		
Date of Birth:	Day	Month	Year	Nationality
Citizenship ID number:				
Date of Expiry:				

Education: Academic and Professional Development (please start from the Institute last attended)

Name of University/College/ Institute/School	Location and Country	Field of Study	Major	Duration		Degree/Diploma/Certificate obtained
				Start Date	End Date	

Research and Publication:

Title	Date	Name of the Journal/Books (with ISSN/ISBN or other details)

Present Job Identification:

1. Position Title:	3. Pay Scale:
2. Position Level:	4. Occupational Group:

--

Employment History- Position held so far (starting with the present position)

College/OVC/ Department/Section	Position Title	Position Level	Period		Place of Posting	Office Order No. & Date
			From (mm/yyyy)	To (mm/yyyy)		

If required, attach a separate sheet.

Extraordinary Leave availed:	Study Leave availed for long term Professional Development
Duration:	Duration:
From:	From:
To:	To:

No. of active years of services since the date of initial appointment:.....	No. of active years of services since the date of last promotion:.....
---	--

Performance – Ratings for the past three to four years: (each out of the total factors) copies of performance evaluation reports should be attached.

Year	Improvement Needed	Good	Very Good	Outstanding

(i) Promotion recommended to:

1 Position Title:	3. Pay Scale:.....
2. Position Level:.....	4. Occupational Group:.....

Information verified by HR/Administrative Officer

Signature & Date

Name & Position Title
(Official Seal)

Recommendation of the College/OVC

I also certify that the information furnished in this form has been verified and is found correct and that there is no adverse report against him during the past three years.

Signature & Date

Name & Position Title of the recommending authority

Recommendation/decision of the College/OVC

Signature & Date

Chairperson,

HR Committee

Information verified by the University:

<p>Name of the HRO, HR Division (Official Seal) Date:</p>	<p>Name of the Chief HRO, HR Division (Official Seal) Date:</p>
--	--